REP210 Reporting with BEx

Description

This instructor-led course teaches you how to use BEx to report data from the SCEIS system. Participants learn where different types of BEx reports are located and how to customize the reports to fit their needs. At the end of class, a representative from the SCEIS Finance, Materials Management, and/or Human Resources and Payroll team will be available to answer any questions related to the specific data in BEx reports.

REP210 focuses solely on BEx. (Users interested in learning BusinessObjects should register for the course REP200 Reporting with BusinessObjects.)

REP210 is tailored for a Finance (FI)/ Materials Management (MM) audience or a Human Resources (HR)/Payroll audience. The class discussions, examples and screenshots are tailored to the audience; however, the steps are the same for all functional areas. *You do not need to take the class twice, regardless of the range of your duties.*

Target Audience

REP210 is for SCEIS users who need to report data from SCEIS using the reporting tool BEx.

Prerequisites

The following, including validation from the SCEIS Team, *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary access for class.

- You must have security access to BEx.

- You must have security access to relevant functional-area data.

- Validation from the SCEIS Team

Note: If you currently use two-factor authentication to log in to SCEIS, please remember to bring this to class with you.

Registration Instructions:

Enrollment in REP210 Reporting with BEx requires security access to relevant functional-area data in BEx and validation by the SCEIS Team.

The deadline to *request enrollment* for a REP210 class is three business days prior to the class.

Learn More at sceis.sc.gov

MySCLearning Tools

To request enrollment:

1. In Internet Explorer, use your SCEIS user ID and password to log in to SCEIS Central (https://sceiscentrallogin.sc.gov).
2. Click the "My Talent" tile.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (REP210) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer and click "Register Now."
8. At the Scheduled Offering Approval Steps screen, click "Confirm" to send your request for enrollment.
9. Within a few minutes you will get an email confirming your request for enrollment. Within two days, you will be notified by email either that you are enrolled, or that your request is denied, including a reason for the denial.

If you do not receive any email notifications from MySCLearning, please contact the SCEIS Help Desk.